

# Conceptual Review Agenda

Meetings hosted via Zoom Web Conferencing

Please use the URL and Meeting ID # listed below to join the Review Meeting

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## Review Date

4/11/2024 10:15 AM

## Project Name

Temporary Overflow Shelter at 117 N Mason St  
CDR240022

## Applicant

Brittany Depew

970-221-6595

bdepew@fcgov.com

**Planner:** Katelyn Puga

**Engineer:** Tim Dinger

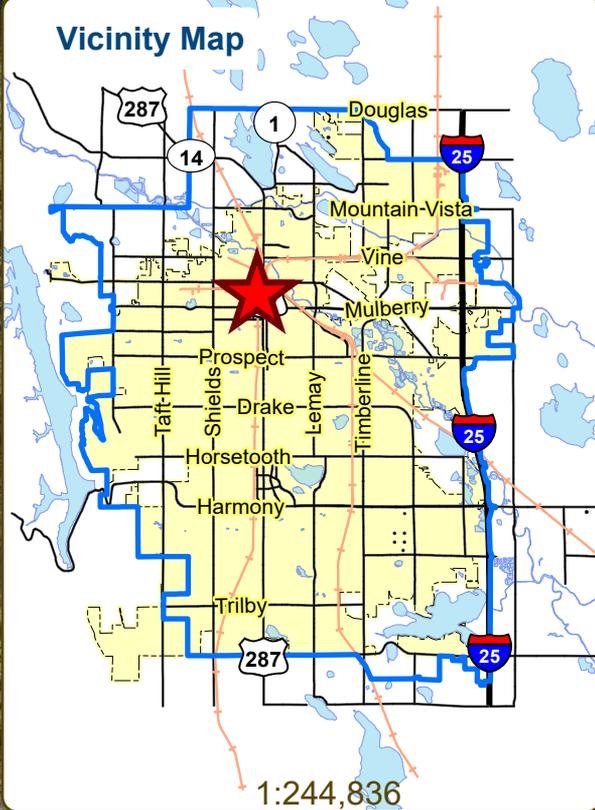
**DRC:** Marissa Pomerleau

## Description

This is a request for a seasonal overflow shelter at 117 N Mason St. The applicant is proposing a 2,408 sqft seasonal overflow shelter. Access is taken directly off of N Mason Ave. The site is located directly north of W Mountain Ave and directly east of N Mason St. The property is located in the Downtown Civic district and is subject to a Planning & Zoning Commission (Type 2) Review.

# Temporary Overflow Shelter at 117 N Mason St - Seasonal Overflow Shelter

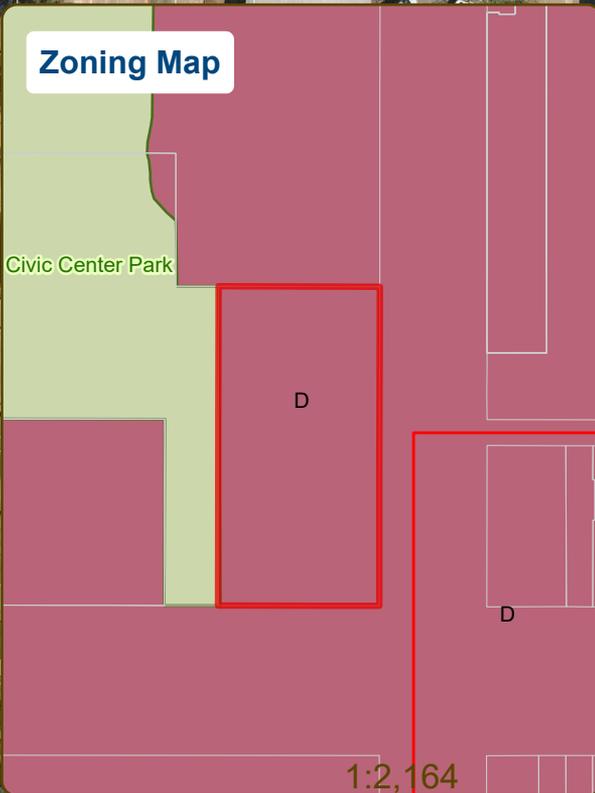
Vicinity Map



Aerial Site Map



Zoning Map



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CONCEPTUAL REVIEW: APPLICATION

General Information

All proposed development projects begin with Conceptual Review. Anyone with a development idea can schedule a Conceptual Review meeting to get feedback on prospective development ideas. At this stage, the development idea does not need to be finalized or professionally presented. However, a sketch plan and this application must be submitted to City Staff prior to the Conceptual Review meeting. The more information you are able to provide, the better feedback you are likely to get from the meeting. Please be aware that any information submitted may be considered a public record, available for review by anyone who requests it, including the media. The applicant acknowledges that they are acting with the owner's consent.

Conceptual Reviews are scheduled on three Thursday mornings per month on a "first come, first served" basis and are a free service. One 45 meeting is allocated per applicant and only three conceptual reviews are done each Thursday morning. A completed application must be submitted to reserve a Conceptual Review time slot. Complete applications and sketch plans must be submitted to City Staff on Thursday, no later than end of day, two weeks prior to the meeting date. Application materials must be e-mailed to preappmeeting@fcgov.com. If you do not have access to e-mail, other accommodations can be made upon request.

At Conceptual Review, you will meet with Staff from a number of City departments, such as Community Development and Neighborhood Services (Zoning, Current Planning, and Development Review Engineering), Light and Power, Stormwater, Water/Waste Water, Advance Planning (Long Range Planning and Transportation Planning) and Poudre Fire Authority. Comments are offered by staff to assist you in preparing the detailed components of the project application. There is no approval or denial of development proposals associated with Conceptual Review. At the meeting you will be presented with a letter from staff, summarizing comments on your proposal.

\*BOLDED ITEMS ARE REQUIRED\* \*The more info provided, the more detailed your comments from staff will be.\*

Contact Name(s) and Role(s) (Please identify whether Consultant or Owner, etc) \_\_\_\_\_

Are you a small business?  Yes  No Business Name (if applicable) \_\_\_\_\_

Your Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Site Address or Description (parcel # if no address) \_\_\_\_\_

Description of Proposal (attach additional sheets if necessary) \_\_\_\_\_

Proposed Use \_\_\_\_\_ Existing Use \_\_\_\_\_

Total Building Square Footage \_\_\_\_\_ S.F. Number of Stories \_\_\_\_\_ Lot Dimensions \_\_\_\_\_

Age of any Existing Structures \_\_\_\_\_

Info available on Larimer County's Website: http://www.co.larimer.co.us/assessor/query/search.cfm

If any structures are 50+ years old, good quality, color photos of all sides of the structure are required for conceptual.

Is your property in a Flood Plain?  Yes  No If yes, then at what risk is it? \_\_\_\_\_

Info available on FC Maps: http://gisweb.fcgov.com/redirect/default.aspx?layerTheme=Floodplains.

Increase in Impervious Area \_\_\_\_\_ S.F. (Approximate amount of additional building, pavement, or etc. that will cover existing bare ground to be added to the site)

Suggested items for the Sketch Plan:

Property location and boundaries, surrounding land uses, proposed use(s), existing and proposed improvements (buildings, landscaping, parking/drive areas, water treatment/detention, drainage), existing natural features (water bodies, wetlands, large trees, wildlife, canals, irrigation ditches), utility line locations (if known), photographs (helpful but not required). Things to consider when making a proposal: How does the site drain now? Will it change? If so, what will change?

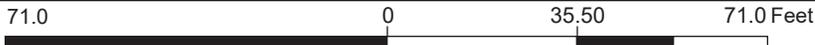
# 117 N Mason - Seasonal Overflow Shelter



**Legend**

- New Parcel Lines
- Parcels
- FEMA Floodplain**
  - FEMA High Risk - Floodway
  - FEMA High Risk - 100 Year
  - FEMA Moderate Risk - 100 / 500 Y
- FEMA Map Panel**
- City Floodplains**
  - City High Risk - Floodway
  - City High Risk - 100 Year
  - City Moderate Risk - 100 Year
- Growth Management Area
- Parks
- Schools
- Natural Areas
- City Limits

1: 429



This map is a user generated static output from the City of Fort Collins FCMaps Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**Notes**  
No exterior alterations proposed Not in floodplain  
Zoning D, Downtown Proposed capacity: 70  
Total bldg sq. ft: 11,844

Exhibit A

Leased Premises

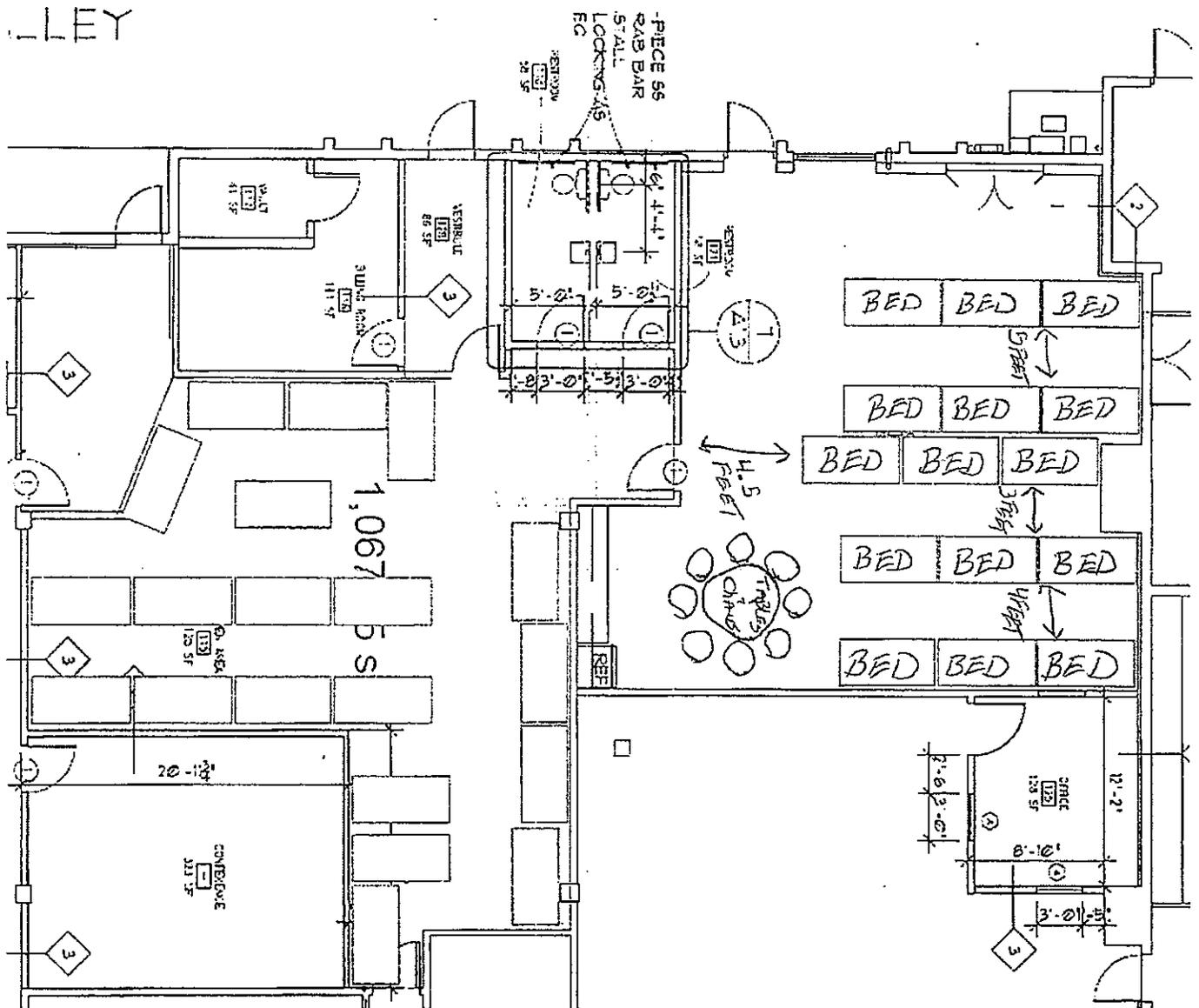
Location Address:

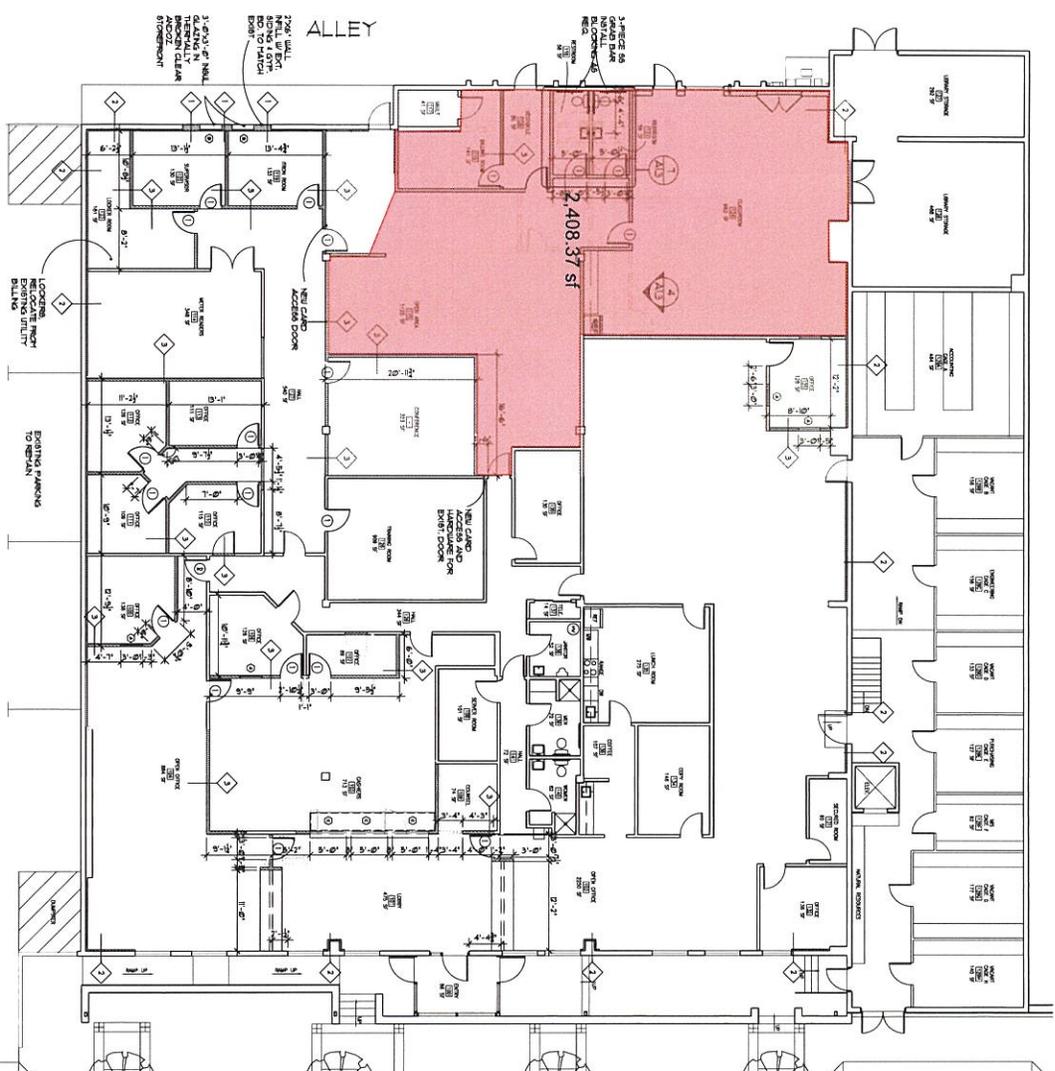
117 N. Mason Street, Fort Collins, CO 80521

Assessor Parcel Number:

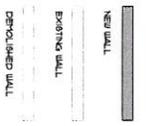
97114-63-902

Diagram:





- DOOR TYPES:**
- ① NEW LOCATED OR NEW DOOR. INITIAL CARD KEY ACCESS IS HERE SHOWN ON PLANS. ALL UNLESS NOTED TO BE LEVER TYPE.
  - ② EXISTING DOOR TO REMAIN. ENHANCE THERE IS NO CHANGES ON THIS DOOR TO MEET ACCESSIBILITY REQUIREMENTS.
  - ③ WINDOW TYPES:
  - ④ 3/8" SINGLE FRAME INTERIOR WINDOW IN PAINTED W/HT FINISH
  - ⑤ 3/8" CLEAR PAINTED GLAZING WITH LOW-E IN CLEAR ANODIZED THERMALLY BROKEN STORMWIND
  - ⑥ THERMALLY BROKEN GLAZING IN CLEAR ANODIZED U-GIRREL FRAME



PROPOSED FLOOR PLAN  
1/8" = 1'-0"

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**A1.1**  
PROJECT 094503  
DATE 07/05/09  
DRAWN

217 N. WHEELER WAY  
FORT COLLINS, CO 80505  
(970) 223-1820  
ALEX LINGLE + MAHONEY  
ARCHITECTS  
P.C.

**UTILITY BILLING TENANT FINISH**  
117 N. MASON STREET  
FORT COLLINS, COLORADO